



For further information please contact –

Ramon: ramon@voluntarysupport.org.uk &/or Alison: alison@voluntarysupport.org.uk

Or: TEL: **01932 571122** or **07485 349306**

Web Design Guide

Before we begin, please note that all websites are created through the WordPress Platform. For more information on WordPress please click WordPress.com: Create a Free Website or Blog.

Overall, WordPress is very good and accommodates for all types of displays, including PCs/Tablets and Mobile Phones and is very quick at loading.

Also, please allow some time for us to start any work. We can be very busy and it can sometimes take a week or two to start a new project or help with existing ones.

For any further info please get in touch with us.

Now to begin creating a WordPress site:

1. Choose a Theme:

[WordPress Themes: Full Site Editing Free | WordPress.org](#)

Scroll through the themes until you find one or more you would like to try. Don't worry about the content, we can add/change that later.

Please give us the name/s of the theme/s so we can make a start.

2. Menus:

Please give us, a list of the pages you would like to have? These will be put together in a navigation menu (usually at the top of the screen). Sub-menus are also possible.

3. Home Page:

Please give us a brief description of your organisation. It should only be around one to three paragraphs. Please also look at your Theme to see where info/photos etc should be inserted and give content for them.

4. About Us:

Please give us more in-depth information about your organisation. Possibly including information so we can put a map etc on the website.

5. Services:

Please give us more information about the services you provide.



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6. Contact Us:

Please give us your contact details. This includes telephone numbers, email addresses and any other info that you would like included. Please make sure this is okay to put on the internet.

7. Donate Page:

Please give us your Donation info (JustGiving, PayPal etc) if applicable?

8. Social Links:

Please give us details about your social media details (Facebook, X etc) if applicable?

9. Photos/Videos etc

Please send photos and videos via email. If the files are large please send one image/video per email. If we are using 'featured images', images at the top of each page, please send photos as large as possible.

10. Privacy Policy:

Please send to us a Privacy Policy document which will be viewable on your site. For further info visit: <https://termly.io/resources/templates/privacy-policy-template/>

11. Cookie Policy:

We will add this to your site once it is complete. Please check the settings to make sure the Cookie Policy is correct.

12. Anything Extra/Miscellaneous:

The websites that we create are pretty much Bespoke. If you require further design to be implemented, please let us know.

13. Further Help:

If you get stuck or just need support (e.g. for prices for domain names and hosting etc) please contact us on the email addresses and phone numbers above. Our free support is ongoing, if you would like changes to your website in the future we can still help.

14. Portfolio Website:

To look at a list of our previous websites please click: [– VSNS – Portfolio Site – Web Design \(vsnstest.org.uk\)](https://vsns-test.org.uk)



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Web Hosting Companies – For WordPress

Please email us the information requested below so that we can start migrating your new website:

ramon@voluntarysupport.org.uk &/or alison@voluntarysupport.org.uk

For support please phone TEL: 01932 571122 or 07485 349306

When purchasing hosting and domain names for your website please check the following that you will need:

- A WordPress hosting package
- A Domain name (something.org.uk) etc
- A Security certificate (SSL)
- An email address (if desired) included (info@something.org.uk)

For most WordPress sites you can usually select the basic packages (e.g. £5.99 - £9.99/month). Prices do vary so it could be an idea to visit a selection of hosting etc packages (see below). Also, sometimes the prices go up after the first year. Please allow funds for this. Again check prices with the Hosting company.

A list of WordPress Hosting companies:

- Hostinger - <https://www.hostinger.co.uk/>
- Godaddy - <https://www.godaddy.com/en-uk>
- Siteground - <https://www.siteground.co.uk/>
- Ionos – <https://www.ionos.co.uk>
- 123-Reg - <https://www.123-reg.co.uk/>
- Bluehost – <http://www.bluehost.com>